

# MEMORANDUM

**To: Private School Administrators of Private Schools Licensed via Northwest Association of Accredited Schools**

**From: Donna M. Wix, Private Schools Education Program Professional**

**Date: September 1, 2011**

**Subject: Private School Enrollment and Staff Data**

*October 15<sup>th</sup> deadline*

The 2011-2012 Private School Enrollment and Staff Data is a two page report on your enrollment and staff as of **the end of the First School Month**.

The **Nevada Revised Statutes 394.221 (2) (b)** states that the board shall "maintain a list of private elementary and secondary education institutions authorized to operate in this state. The list shall be available for the information of the public."

The **Nevada Administrative Code 394 394.050 (4)** states that on or before November 15 of each year, the Department shall prepare the annual directory of the private schools.

In order for the annual directory to be completed on time, the October 15 deadline for submission of the Private School Enrollment and Staff forms have been sent.

**2011-2012 PRIVATE SCHOOL ENROLLMENT AND STAFF DATA**

DEADLINE is OCTOBER 15, 2011

RETURN BY MAIL TO:

Donna M. Wix  
Private Schools Education Program Professional  
Nevada Department of Education  
1749 N. Stewart Street, Suite 40  
Carson City, Nevada 89706-2543

School Name \_\_\_\_\_ Non-Profit? Yes or No

School Mailing Address \_\_\_\_\_

Physical Address \_\_\_\_\_

School Phone # (include area code) \_\_\_\_\_

School Fax # \_\_\_\_\_ E-mail \_\_\_\_\_

Liaison/Administrator \_\_\_\_\_

Report Enrollment and Staff Data as of **the End of the First School Month**

Grade Level	Boys Enrolled	Girls Enrolled	Number of Teachers	Number of Assistants
Kindergarten				
Grade 1				
Grade 2				
Grade 3				
Grade 4				
Grade 5				
Grade 6				
Grade 7				
Grade 8				
Grade 9				
Grade 10				
Grade 11				
Grade 12				

\*TOTAL \_\_\_\_\_

**SIGN on this dotted line -----**

REQUIRED SIGNATURE of \*Liaison/Administrator –or- Owner only

(PLEASE TYPE OR PRINT NAME OF SIGNER HERE) \_\_\_\_\_

**Check the title of the person who is signing:**

☐ **liaison** (less than 150 students and 6 full time instructors)

☐ **administrator** (more than 150 students or 6 full time instructors)

☐ **owner**

Complete and return next page

**REPORT ON EMPLOYEES  
FOR PRIVATE SCHOOLS LICENSED VIA  
NORTHWEST ASSOCIATION OF ACCREDITED SCHOOLS**

**SCHOOL NAME:** \_\_\_\_\_

	NEVADA CERTIFICATION	ANOTHER STATE CERTIFICATION	NO CERTIFICATION WITH BACHELOR DEGREE	NO CERTIFICATION WITH MASTER DEGREE
ADMINISTRATORS				
TEACHERS				